

INSTRUCTIONS REGARDING THE USE OF LAPTOP COMPUTERS FOR THE FEBRUARY 2005 CALIFORNIA BAR EXAMINATION

Applicants wishing to use a laptop computer must apply online using the electronic application, select a laptop computer test center and pay the additional non-refundable fee. This includes applicants with disabilities who elect to use a computer. Applicants must furnish their own laptop computers. Applicants preliminarily assigned to a laptop computer test center must be certified no later than February 1, 2005, 9:00 pm (PST). Applicants may begin registering with ExamSoft October 18, 2004. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis. Applicants who are preliminarily assigned to Laptop test centers but who do not complete the certification process on or before February 1, 2005, will be assigned to the nearest writing test center that still has space available. Applicants who are not permitted to use their laptop computers because they did not download the specified software by the published deadline and/or who withdraw their request to use a laptop will not be entitled to a refund of the Laptop fee.

If after you have been permanently assigned to a Laptop test center, you decide to request a test center change, the Los Angeles Office of Admissions must receive your request no later than February 1, 2005. Following receipt of the request, you will be assigned to the requested test center if space is available. If space is not available at your preferred test center(s), you will be assigned to a location closest to the original designated test center that still has space available.

ExamSoft software will be used during the written portions of the examination, which for the standard examination schedule will be on Tuesday, February 22, 2005 and Thursday, February 24, 2005. Do not bring your laptop computer to the Multistate Bar Examination (MBE) portion of the examination, which for the standard examination schedule will be on Wednesday, February 23, 2005.

It is your responsibility to be familiar with the software as technical support will not be provided before or during the examination session.

On the first day of the examination, those using laptop computers must be seated no later than 8:30 a.m., at which time instructions for getting your computer ready to use will begin. You should plan to arrive at the test center at least 15 minutes prior to that time so that you can find your seat and get comfortable. General instructions regarding administration of the examination will commence promptly at 8:45 a.m. If your computer is not ready to begin at the designated time, you must begin the examination by handwriting. **NO** extra time will be provided to ensure that a computer is ready to be used before the examination session begins, and technical assistance will not be available.

Do not bring your computer for inspection the Monday before the first day of the examination as it does not need to be inspected prior to the beginning of the examination.

All applicants using laptop computers with SofTest must be certified by ExamSoft no later than February 1, 2005. If you do not become certified by February 1, 2005, you will not be allowed to use your laptop computer during the examination and notice of your new test

center will be sent. Following certification, the State Bar's Office of Admissions will forward confirmation of your permanent assignment to a Laptop test center.

In the event a software, hardware or power failure occurs before or during administration of the examination, you will be required to handwrite your answers to the examination. Applicants will not be permitted to use typewriters or word processors as backups.

ExamSoft - General Information

What is ExamSoft? To ensure the security of the examination process, applicants are required to use the SofTest™ software by ExamSoft to take the bar examination using a laptop computer. The program provides a simple word processing program and is designed to be familiar to users of WordPerfect or Microsoft Word. It blocks access to non-SofTest files on an applicant's computer during the examination administration. Examinations taken with SofTest are saved on the computer's hard drive and stored on specially formatted 3½" floppy disks, which will be provided by the proctors before the beginning of each session. Examination questions will be distributed in hard copy just before the beginning of each examination session and are not on disk.

The Multistate Bar Examination (MBE) is not available on computer. You must take your computer home after the Tuesday afternoon session and bring it back to the test center on Thursday morning.

To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Apply online using the electronic application;
- Have a laptop computer with a floppy disk drive;
- Bring a laptop personal computer that has ExamSoft's SofTest software pre-installed and that has been registered by the deadline, February 1, 2005;
- Have an IBM compatible laptop computer with the following minimum specifications: a Pentium 200 Mhz CPU or faster, 50 megabytes of free hard disk space, at least 64 Mb of RAM, a Windows 98, ME, 2000 Pro. or XP (Home, Pro or Table PC) Operating System, and Internet Explorer 5.0 or higher;
- Have had experience working with the computer and the software prior to administration of the examination; and,
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, disks or other technical difficulties; and,

- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

External keyboards and equipment such as a mouse and floppy disk drive are allowed; however, **the use of keyboards or other equipment that are wireless will not be permitted.**

How will I obtain the SofTest software?

You must download SofTest from ExamSoft, even if it was previously installed for law school or for a previous bar examination. To access the appropriate Internet registration location, select the Exam Takers tab on the navigation bar at www.examsoft.com/calbar.

This address cannot be accessed through ExamSoft's Home Page. All applicants intending to use their laptop computers must begin the SofTest certification process through this address. Your computer can have *both* a registered copy of the Academic and Bar Edition versions of SofTest at the same time. Registering the Bar Edition of SofTest on your computer for the bar examination will not interfere with using SofTest for your law school final examinations. If you have a registered copy of both the Bar Edition and Academic versions of SofTest on the same laptop, you will have two shortcuts on your Windows Desktop; SofTest and SofTest - Bar Edition. Additionally, your SofTest Start Window (the first window that appears after launching SofTest) will have the option of switching between the "Bar Edition" & "Academic" versions of SofTest at the beginning of your examinations.

REGISTERING WITH EXAMSOFT AND INSTALLING THE SOFTWARE: Sign up, installation and certification with ExamSoft will begin October 18, 2004, and must be completed no later than 9:00 p.m (Pacific Standard Time) February 1, 2005. To begin the process, go to the special ExamSoft Custom Home Page website for California Bar Examination applicants only, which is located at: www.examsoft.com/calbar.

For SofTest to work properly, the SofTest installation must be run directly from the ExamSoft/Cal Bar website onto the laptop computer you are using for the examination. You cannot copy the ExamSoft program from one computer to another. For example, do not download the software to a desktop computer and try to manually move it to your laptop. You may, however, download and register SofTest on more than one laptop computer if you wish to have one as a backup. Back-up laptops may not be brought into the examination room and they may not be used after a session has started; they may, however, be used for the next session if there is one. If you choose to download SofTest onto a second laptop computer, log in through the Exam Takers section of the ExamSoft website, then click the 'Download SofTest' link.

ExamSoft will e-mail you a confirmation that you successfully completed the certification process. Confirmation will also be mailed to you by the State Bar's Office of Admissions. Technical questions can be answered by ExamSoft at 866-429-8889 or at support@examsoft.com. Neither the Office of Admissions nor the Committee of Bar Examiners are available to answer technical or registration questions.

If you have any questions on the use of the software, visit the ExamSoft Frequently Asked Questions (FAQs) web page at <http://www.examsoft.com/barfaq>. If you encounter problems downloading or registering SofTest, you should contact ExamSoft technical support at 866-429-8889 or at support@examsoft.com. Technical support is available from October 15, 2004, during standard business hours, through the week before the bar examination. One week before the registration deadline and two weeks before administration of the examination, ExamSoft will extend its hours of technical support for California Bar Examination applicants. ExamSoft retains records of all support calls.

After you install SofTest, you should become familiar with its features by taking a practice examination several times and no less than at least once. The practice examination is available at any time. In the practice examination mode, your answers will not be saved but you be able to print them while the examination remains open.

You must bring your own power cord and floppy disk drive to the test center each day of the examination. Although an electrical outlet will be provided to you, be sure to have a fully charged battery in case of a temporary power outage. **You must not bring any floppy disks, CD's or DVD's with you, or in your computer, into the examination room.** If such items are found in the examination room or in an applicant's computer, they will be confiscated and will not be returned.

Once you become certified, do not make changes to the configuration of your laptop computer. Do not uninstall the program for at least 4 weeks following the examination in the event a backup copy needs to be accessed. Do not have someone else download the software for you.

Pay careful attention to and follow the instructions provided during the examination. Use **great** care when highlighting and deleting during the examination, as well as using other functions that may significantly change a document. Applicants who do not take the time to become familiar with their laptop computers or with word processing functions should consider handwriting their examination answers. No extra time or other administrative relief will be granted in the event that an examination file is deleted or otherwise altered.

Printing of Answers. Examination answers will be printed by staff following the conclusion of each session. You will not be permitted to oversee the printing process. Answers are printed using a standard format, such as line spacing and font, which may cause the final

printed answer to look different from what you saw on your screen – although the substance will not have changed. If there is a problem with the printing of your answer, you may be required to bring your computer to the Office of Admissions so that the encrypted backup copy of the examination answer on your computer's hard drive can be retrieved.

Rented Computers. Applicants who have rented laptop computers to use during the examination must do so before February 1, 2005, and are encouraged not to return them to the rental company for at least four weeks following the examination in the event the computer needs to be accessed.

Computer Problems After Certification. If after becoming certified with ExamSoft, applicants experience problems with their laptop computers, i.e., the computer crashes, they need to return to the ExamSoft website and download SofTest into the new or repaired laptop computer no later than 9:00 p.m. (Pacific Standard Time) February 1, 2005. New certification is not required.

Any attempt to disable or tamper with the security features of SofTest is prohibited. If it is discovered that tampering has been attempted, this information will be reported to the Committee of Bar Examiners for whatever action it may deem appropriate. It is your responsibility to be familiar with your equipment, the ExamSoft software and instructions provided by the Committee and ExamSoft on its website prior to the start of the examination.